

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment / Union"

Position Title: Appraiser
Position Number: 58106789
Division: Property Assessment
11 / \$11.26 – \$13.57/hr DOQ
*Training Assignment at 10/ \$10.33 - \$12.43 DOQ
Type of Employment: Fulltime/permanent
Location: Hamilton
Union: Yes
Hiring Supervisor: Debbie Reesman
Closing Date: October 31, 2006

Special Information: Appraisal work involves at least 50% travel during summer and fall months, sometimes in adverse weather conditions and poor roads. The physical demands often include physical inspections of properties and structures; climbing ladders and stairs in multi-story structures; working in extremes of heat and cold; working in areas that may include hazardous, dusty, or noisy areas; extensive walking; and sitting for long periods of time while driving and conducting desk work. A valid driver's license is required.

Role Summary and Duties:

Incumbents are responsible for conducting and defending appraisals, specifications and calibration of tables, manuals, and models. Appraisers at all levels are responsible for discovery of property, which has yet to be assessed. Work ranges from the review of individual residential property characteristics consisting of site and improvement data using three value approaches for residential property; assisting in cost, market, and income modeling; assisting in the development of the narrative approach on unique and disputed properties.

Competencies: Under guidance, the successful candidate will be able to; think creatively and recommend innovative solutions; proactively focus efforts and energy on successfully attaining goals and objectives, assume accountability for decisions, actions, and results and follow issues through to completion. Intermediate-level knowledge, skill, or ability is required. Knowledge of appraisal principles, theory, and methodology for real and personal property valuation and assessment. Demonstrated knowledge and ability in negotiation techniques relative to the role. Demonstrated knowledge and ability in conflict resolution techniques relative to the role. Demonstrated knowledge of building construction, equipment, and leases as required for classification. Demonstrated knowledge of a full range of mathematical skills relative to appraisal assignments. Demonstrated ability to analyze and understand financial and real estate market information relative to appraisal. Demonstrated knowledge and skill of word processing, spreadsheet, database, and software applications/programs as pertains to role. Demonstrated knowledge of mass appraisal. Demonstrated knowledge and effective application of federal/state statutes, administrative rules, and state policies and procedures as related to role. Demonstrated ability to research, collect data, and prepare necessary reports. Demonstrated knowledge of fundamentals of land records.

Education and Experience: A combination of education and experience equivalent to high school graduation and three years of experience in construction, real estate or closely related field. Montana certification in residential appraisal is required. Other combinations of education and experience will be evaluated on an individual basis.

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources

Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-2972 / (406) 444-9831 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

Background Check: Applicants will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other Eligibility Requirements: Applicants must be in compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.